



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

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February 5, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AGREEMENT AMENDMENT No. H-213093-2 WITH DIANE FACTOR
FOR THE WORKFORCE DEVELOPMENT PROGRAM**
(All Districts) (3-Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and authorize the Director of Health Services, or his designee (hereafter Director), to execute Agreement Amendment No. H-213093-2, substantially similar to Exhibit I, with Diane Factor in the amount of \$40,236 for the period March 1, 2004 through June 30, 2004, 100% off-set by federal Workforce Investment Act (WIA) funds, to continue as the Program Director of the Workforce Development Program (WDP).

PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTIONS:

The Department of Health Services (DHS) is recommending approval of the agreement amendment with Diane Factor to continue her services as the Program Director for the WDP, a joint labor-management training and education program for DHS employees. The costs for the WDP, including Ms. Factor's contract, are 100% offset by WIA funding allocated to DHS through the Community and Senior Services Department (CSSD).

Ms. Factor has provided the leadership for the WDP and its predecessor Department of Labor grant project since their inception, previously under a contract administered by CSSD and currently under a contract administered by DHS. The current contract, slated to expire on February 29, 2004, was executed by DHS in October 2001 under authority delegated by the

Board to the Director of DHS to execute contracts under \$300,000 to expedite implementation of the WDP. The Board delegated the authority to the Director on September 25, 2001.

FISCAL IMPACT/FINANCING:

The costs of Ms. Factor's contract amendment, as well as those of the WDP, are 100% offset by federal WIA funding available to DHS via CSSD, the administrative intermediary for WIA funding awarded to the County. There is no net County cost.

The total cost of Ms. Factor's proposed contract amendment H-213093-2, for the period March 1, 2004 through June 30, 2004 is \$40,236. Ms. Factor will continue to be reimbursed monthly in arrears at the rate of \$10,059. Funds are available in DHS' FY 2003-04 Budget via an allocation by CSSD.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Background

The WDP, a joint labor-management training and education program for DHS employees is one of the new initiatives required under the 1115 Waiver when the Waiver was extended in June 2000. WDP builds on the successful labor-management collaboration established under a 1999 \$1.2 million Department of Labor planning and research grant awarded to the County to study and provide recommendations on workforce training needs resulting from Waiver-required restructuring of DHS. Accordingly, the goals of WDP training programs are to: support restructuring required by the 1115 Waiver (e.g., training in medical records coding, patient financial services), address critical shortage areas (e.g., general and specialty nursing such as, dialysis and critical care nursing, etc.), and provide portable skills training (e.g., Spanish language and communication skills).

In July 2001, DHS provided a report to the Board that described the overall structure of the joint labor-management workforce development program and the respective roles and responsibilities of DHS and SEIU Local 660. DHS would retain authority for program administration and oversight, and ensure that 1115 Waiver-required training is met while SEIU Local 660 would provide administrative support and personnel through a Board-approved contract.

In September 2001, the Board approved a multi-year workplan and a Training Implementation Plan for the WDP. At the same time, the Board also delegated authority to the Director of Health Services to select, negotiate, and execute contracts under \$300,000, with adherence to County procurement guidelines, and with County Counsel's approval as to form.

In June 2002, the Board formally established the WDP.

Agreement Amendment with Ms. Factor:

On July 13, 1999, the Board approved an agreement with Ms. Factor, administered by CSSD, for an 8-month period through February 28, 2000 in the amount of \$65,000, as Project

Manager of the \$1.2 million Department of Labor grant awarded to the County to study the health care industry labor market, analyze the impact of Waiver-required re-structuring on DHS jobs and employees, and to determine the skills requirement of employees in a re-structured DHS.

On February 29, 2000, the Board approved Agreement No. H-207269, administered by DHS, with Ms. Factor, to continue as Project Manager of the DOL grant, for the 7-month period March 1, 2000 through September 30, 2000 in the amount of \$52,500.

On September 26, 2000, the Board approved a motion to expend all remaining funds under the DOL grant and to extend Ms. Factor's agreement to September 30, 2001, enabling the completion of projects begun under the DOL grant.

In October 2001, DHS executed Agreement No. H-213093 with Ms. Factor to act as Program Director of the WDP. The agreement was effective October 1, 2001 through June 30, 2002. DHS executed the agreement under authority delegated by the Board on September 25, 2001 permitting the Director to negotiate and execute agreements under \$300,000 to expedite implementation of WDP. The maximum obligation of the 9-month agreement was \$90,531, payable monthly in arrears at the rate of \$10,059.

Under provisions of the agreement, the term was extended for an additional 12-months by the Director of Health Services to June 30, 2003 with a maximum obligation of \$120,708. On July 1, 2003, the Director executed Amendment No. 1, extending the agreement to February 29, 2004; the maximum obligation during the 8-month extension period was \$80,472. Total expenditures under Ms. Factor's agreement, 100% off-set by federal WIA funds, from October 2001 through February 29, 2004 will amount to \$291,711.

The Department is recommending approval of Amendment No. 2 to extend Ms. Factor's contract from March 1, 2004 through June 30, 2004. The maximum obligation during the 4-month extension period is \$40,236, reimbursable monthly in arrears at the rate of \$10,059. The costs under the extension amendment continue to be 100% off-set by federal WIA funds; there is no net County cost.

As Program Director, Ms. Factor has developed the infrastructure for the WDP, recruited appropriate staff, and provided the leadership for the development and implementation of training initiatives recommended and approved by joint labor-management Project Teams and the Labor Management Training Board, respectively.

Attachment B summarizes the training programs, completed and in progress, sponsored by the WDP.

CONTRACTING PROCESS:

Advertisement of contract amendments on the Countywide Office of Small Business Website is not applicable.

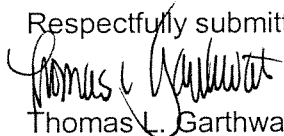
IMPACT ON CURRENT SERVICES:

Approval of the amendment will enable Ms. Factor to continue uninterrupted as Program Director of the WDP.

Attachments A and B provide additional information.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:sh

Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

SUMMARY OF AGREEMENT AMENDMENT

1. TYPE OF SERVICE:

Personal services as Program Director of the Workforce Development Program, to oversee the development and implementation of education and training programs for DHS employees.

2. CONTRACTOR ADDRESS AND CONTACT PERSON:

Diane Factor
2209 – 22nd Street
Santa Monica, CA 90405

(310) 450-0282

3. TERM:

March 1, 2004 through June 30, 2004.

4. FINANCIAL INFORMATION:

The maximum obligation during the extension period is \$40,236, reimbursable monthly in arrears at \$10,059 per month.

5. GEOGRAPHIC AREAS (EMPLOYEES) SERVED:

DHS employees Countywide.

6. ACCOUNTABLE FOR MONITORING:

Kate Edmundson, Acting Director of Human Resources

7. APPROVALS:

Chief Operating Officer:	Fred Leaf
Contracts and Grants Division:	Diana Sayler, Acting Chief
County Counsel (approval as to form):	Elizabeth Friedman
	Senior Deputy County Counsel

LOS ANGELES HEALTH CARE WORKFORCE DEVELOPMENT PROGRAM: Ongoing Training Outcomes

Training Outcomes Program goals

FY 01/02	FY 02/03	FY 03/04
Actual numbers	Actual numbers	current participants

Goal 1: Implement training programs linked to specific waiver-mandated initiatives to stabilize the system, create efficiencies, and increase revenue.

Patient financial services employees

Clinical resource management: inpatient clinical pathways – clinicians

Itemized data collection: medical record coders (18 mon program)

Sub-total

	359	29
	835 *	427 *
	54	6
	1,248	462

Goal 2: Implement training programs that address critical labor shortages by training employees to promote into needed occupations. The emphasis on nursing services will also support retention of existing staff by improving the work environment with precepting, mentoring and ward clerk programs.

Nursing – specialty (dialysis, ICU, ER)

Nursing – skills enhancement

Nursing – Licensed vocational nurses

Nursing – Registered nurses

Nursing - Science Pre-requisites

Nursing -Precepting

Clerical skills - Unit clerk

Other - to be identified (Phlebotomy, Rad Tech, Phar Tech, etc.)

Sub-total

	12	68	14
	10	153	89
		5	5
		26	58
		26	68
		132	70
	22	410	304

Goal 3: Mitigate the impact of layoff by preparing employees with portable skills that are transferable to other available positions and jobs.

Communications/Customer Service

Preparatory classes (study skills, basic math, English, etc.)

Information Technology

Spanish language for health care workers – basic and advanced

Cultural Competency

Transition Support : Professional and Personal Skills

Other portable skills programs to be identified

Sub-total

TOTAL

	779	885	550
			423
			42
			164
	779	885	1,179
	801	2,543 **	1,945

* This is the number enrolled, training is ongoing and not complete.

** CUMULATIVE TOTAL FOR PROGRAM THROUGH FY 02/03=3,344

Attachment B

EXHIBIT I

Contract # H-213093-2

HEALTHCARE TRAINING PROJECT

PERSONAL SERVICES AGREEMENT

AMENDMENT NO. 2

THIS AMENDMENT is made and entered into this _____ day
of _____, 2004

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

DIANE FACTOR (hereafter
"Contractor").

WHEREAS, reference is made to that certain document
entitled "HEALTHCARE TRAINING PROJECT - PERSONAL SERVICES
AGREEMENT", dated October 31, 2001, and further identified as
County Agreement No. H-213093-1, (hereafter, "Agreement"); and

WHEREAS, Agreement is slated to expire on February 29,
2004; and

WHEREAS, it is the intent of both parties to amend
Agreement to extend the term and make certain modifications to
the Agreement and its Exhibits; and

WHEREAS, Agreement requires that modifications to Agreement
shall be made in the form of a written amendment which is
formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective March 1, 2004.

2. Subparagraph A of Paragraph 1, TERM, shall be amended to read as follows:

"1. TERM:

"A. The term of this Agreement shall commence upon execution by the Board of Supervisors or its delegatee and shall continue in full force and effect through June 30, 2004."

3. The following Subparagraph B shall be added to Paragraph 2, DESCRIPTION OF SERVICES:

"B. During the period March 1, 2004 through June 30, 2004, Contractor shall continue to provide services to County as set forth in **Exhibit A-1**, attached hereto."

4. The following Subparagraph B shall be added to Paragraph 3, COUNTY'S MAXIMUM OBLIGATION:

"B. County's maximum obligation for the period March 1, 2004 through June 30, 2004 shall be Forty Thousand, Two Hundred Thirty-Six Dollars (\$40,236)."

5. The following Subparagraph 4 shall be added to Paragraph A, Compensation/Method of Payment, of Exhibit B, BILLING AND PAYMENT:

"4. During the four-month period March 1, 2004 through June 30, 2004, Contractor shall be compensated in

arrears at a rate of Ten Thousand, Fifty-Nine Dollars (\$10,059) per month, which constitutes full and complete payment for services described in the Statement of Work attached hereto as Exhibit A-1. The maximum obligation of County during this four-month period shall not exceed Forty Thousand, Two Hundred Thirty-Six Dollars (\$40,236)."

6. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of County of Los Angeles has caused this Amendment to be subscribed by its

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Director of Health Services, and Contractor has caused this
Amendment to be subscribed in its behalf by its duly authorized
officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Thomas Garthwaite, M.D.
Director and Chief Medical Officer
Department of Health Services

DIANE FACTOR

Contractor

By _____

Printed Name

Title _____

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
LLOYD W. PELLMAN
County Counsel

By _____
Deputy

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Health Services

By _____
Acting Chief, Contracts and Grants
Division